



ASSISTANT RECREATION SUPERVISOR (TEENS)

Are you interested in being part of a department that is forward thinking, innovative, and constantly evolving? Do you enjoy working as an effective team member in a fast-paced, multi-discipline environment? Then, the Community Services Department may be the place for you!



**Application Deadline:
February 17, 2015 at 5:00 p.m.**

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

As a team member of the Community Service Department, the Assistant Recreation Supervisor (Teens) will work under the direct supervision of a Recreation Supervisor II. The position will assist to plan, organize and supervise Teen events and programs, Junior High Conference, Youth Service Corps, Summer Play Camps, and various special events, classes and camps; provide functional supervision over part-time employees and volunteers; and do related work as required.

The Assistant Recreation Supervisor’s assigned program area can vary based on business needs. Other areas may include marketing, arts, sports, Tiny Tots, facilities, and other programming as needed. This recruitment will be used to develop a one-year eligibility list that may be used for potential future Assistant Recreation Supervisor openings.

EXAMPLES OF DUTIES

- Assist with the Youth Advisory Commission.
- Prepare drafts for reports, flyers memos, letters, and other written materials.
- Elicit support or donations for program funding needs.
- Schedule, assign work, and supervise seasonal or temporary employees and volunteers.
- Assume lead role on project and programs of the least complexity or focused activity area.
- Conduct routine information exchange meetings for special interest populations.
- Conduct program implementation/coordination, training and meetings with seasonal or temporary employees and volunteers in assigned activities to assure safety and service standards are followed.
- Explain and tactfully enforce City and department policies in dealing with individuals and community groups.
- Develop and maintain spreadsheets, databases and other automated systems.
- Other related duties as assigned.



CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, plus some college coursework in Recreation or related field, and six months of experience leading recreation programs. Work experience in a municipal recreation department is highly desirable.

A valid Class C California Driver's License is required at time of appointment.

Valid First Aid/CPR certification(s) are required within six months of appointment.

Incumbents of this classification are required to comply with the reporting requirements concerning child abuse and/or neglect required by California Penal Code Section 11166.5.

The ideal candidate will:

- Possess knowledge of: Basic computer and writing skills, basic knowledge of mathematics; safe work practices; program content for assigned recreation services; procedures for implementing a variety of recreation services and activities; business practices and profit center operations; and routine facility operations and maintenance.
- Have the ability to: Train and evaluate seasonal or temporary employees and volunteers; understand community needs in a variety of recreation services areas; identify methods to maximize service effectiveness and efficiency; and work flexible schedules including nights, weekends and holidays.
- Possess skill to: Train and evaluate employees and effectively communicate with others both verbally and in writing; establish and maintain effective work relationships with co-workers, other departments, community organizations and the general public; tactfully enforce City and department rules and policies; collect and interpret simple statistical information; and identify and evaluate problems, and independently make logical decisions in occasionally adverse situations.





Tentative Recruitment Schedule

Application Deadline: February 17, 2015 at 5:00 p.m.

Oral Board Interviews: March 18, 2015

Hire: March 2015

COMPENSATION & BENEFITS

The annual salary is \$55,896 - \$67,942 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,521 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



ASSISTANT RECREATION SUPERVISOR (TEENS) - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Assistant Recreation Supervisor (Teens) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Assistant Recreation Supervisor (Teens) position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have leading recreation programs (e.g. plan, organize, develop and supervise recreation activities or facilities)?
 - ☐ None
 - ☐ Less than 6 months
 - ☐ 6 months to less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years or more
2. How many years of professional experience do you have working for a municipal recreation department?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher
4. If you completed at least "Some College" in question 3, what was your field of study?
